

NOTICE TO RENEW YOUR NEW JERSEY INSURANCE

PRODUCER, PUBLIC ADJUSTER OR VIATICAL SETTLEMENT BROKER LICENSE

Your current New Jersey insurance license **will expire** as indicated on the reverse side of this notice.

You **must** complete and return this renewal application **prior to expiration** if you wish to continue to write insurance business in the state of New Jersey. **Failure to renew on time will result in automatic cancellation of your license** and may result in a penalty.

Your renewed license will be issued with the duration period listed below. The fee charged for this renewal is based upon the type of license being renewed, and whether or not the Department has approved you as a qualified Disabled Veteran. Qualified Disabled Veterans are exempt from the Regular Renewal Fee and associated Late Fee if incurred.

<i>Type of Insurance License</i>	<i>Duration period of License (years)</i>	<i>Regular Renewal Fee</i>	<i>Late fee*</i>	<i>Total Regular Renewal Fee & Late Fee</i>
Major Line Producer	4	\$300.00	\$100.00	\$400.00
Limited Line Producer	4	\$150.00	\$50.00	\$200.00
Public Adjuster	4	\$300.00	N/A	\$300.00
Viatical Settlement Broker	1	\$75.00	N/A	\$75.00

* **The Late Fee must be added to the Renewal Fee when a renewal application is submitted more than 30 days after the license expiration date.**

If you decide not to renew your license at this time, New Jersey state law allows for the reinstatement of this license within one year of the expiration date by submitting a properly completed renewal application and a statement identifying all insurance transactions handled during the unlicensed period. Failure to reinstate your license within that one year period will require one of the following:

If your Home State is New Jersey: You must requalify for licensure by meeting New Jersey's pre-licensing education and examination requirements.

If your Home State is NOT New Jersey: You must requalify for licensure by producing a certification showing that you continue to be licensed in your home state with comparable authority.

Continuing Education Requirements are in effect for all licensed Major Line Producers whose Home State is New Jersey. Forty-eight (48) continuing education credits covering a specific range of insurance related topics must be earned within each four-year licensing period. Failure to complete this continuing education requirement will result in the rejection of your renewal application.

ANSWER ALL QUESTIONS

- During the last license period, have you (or any officer, partner, director or owner of 5% or more if a business entity) been indicted or convicted of a crime, or convicted of a misdemeanor or disorderly persons offense in this state, other state, or by the federal government, or are such proceedings pending against you?
If yes, enclose an explanatory statement with a certified copy of the indictment or judgment of conviction, which may be obtained from the clerk of the court where the conviction was entered, or the relevant summons or proceedings.

YES ☐
 NO ☐
- During the last license period, have you (or any officer, partner, director or owner of 5% or more if a business entity) had any business or professional license suspended or revoked or are such proceedings pending against you?
If yes, enclose a copy of the order seeking or granting suspension or revocation from professional or government authority.

YES ☐
 NO ☐
- Are you (or any officer, partner, director or owner of 5% or more if a business entity) indebted (other than accounts not having been satisfied) for money received from or owed to any insurance company, producer or insured?
If yes, give particulars, including complete details of any indebtedness and arrangements for payments.

YES ☐
 NO ☐
- During the last license period, have you (or any officer, partner, director or owner of 5% or more if a business entity) been an officer or employee of a licensed mortgage lender or broker?
If yes, enclose a statement of fact.

YES ☐
 NO ☐

If you answer **YES** to any of the above questions, you **MUST** check the appropriate red box on the front of the renewal application. Please **sign and date** this renewal application. See the other side of the renewal coupon.

**NEW JERSEY DEPARTMENT OF BANKING & INSURANCE
LICENSE RENEWAL APPLICATION & INSTRUCTIONS**

TO RENEW YOUR LICENSE...

1. ANSWER ALL QUESTIONS ON THE REVERSE SIDE OF THE RENEWAL APPLICATION.

If you answer **YES** to any question, please check the appropriate red box on the front of the renewal application and attach all required documentation.

2. The applicant for renewal, or an actively licensed, responsible officer **MUST SIGN AND DATE the renewal application in the area provided. **FAILURE TO DO SO WILL RESULT IN REJECTION OF THE RENEWAL APPLICATION.****

3. DETACH the renewal application from these instructions and mail using the envelope provided, with your check or money order in the amount indicated in the "PLEASE REMIT" box. **DO NOT SEND CASH.**

Make the check or money order payable to: **STATE OF NEW JERSEY - GENERAL TREASURY**

NOTE: Please print your New Jersey Insurance License Number on the check or money order. This number can be found in the "LICENSE NUMBER" box on the front of the renewal application.

MAIL EARLY – You can expect to receive your renewed license approximately 21 DAYS AFTER MAILING.

IF YOU HAVE DECIDED NOT TO RENEW...

1. Please check the appropriate red box on the front of the renewal application.

2. DETACH the renewal application from these instructions and mail to:

New Jersey Department of Banking & Insurance
Licensing & Insurance Education Unit
20 West State Street
P.O. Box 327
Trenton, NJ 08625-0327

DO NOT USE THE ENVELOPE PROVIDED – THIS ENVELOPE IS FOR LICENSE RENEWALS ONLY.

IF YOUR HOME STATE IS NOT NEW JERSEY...

An official home state certification is not required for renewal. Your signature on this renewal application is certification that you are currently licensed with comparable authority in your home state.

IF YOU ARE RENEWING YOUR NEW JERSEY BUSINESS ENTITY LICENSE...

A business entity license will be renewed with authority comparable to the total authority of all actively licensed responsible officers. **DO NOT** use this renewal application to adjust the business entity's license authority, nor to add or delete licensed responsible officers. These changes must be faxed or mailed directly to the Department.

IF YOU NEED TO CHANGE YOUR NAME OR ADDRESS...

Name and address changes must be made by notifying the Licensing & Insurance Education Unit in writing at the above address.

STATE OF NEW JERSEY - DEPARTMENT OF BANKING & INSURANCE

RENEWAL
APPLICATION FOR:

CURRENT LICENSE
EXPIRES ON:

If you answered YES to any question on the
reverse side of this application, CHECK THIS BOX.

☐

If you DO NOT WISH TO RENEW
this license, CHECK THIS BOX.

☐

➡ I CERTIFY that the information contained on this application and any attachments is true and complete, and that, if non-resident, the applicant continues to be licensed in a home state with comparable authority.

AUTHORITIES

SIGNATURE of APPLICANT or ACTIVELY LICENSED OFFICER

DATE

LICENSE NUMBER

RENEWAL CODE

DVET STATUS

NOTICE NO.

PLEASE
REMIT:

DO NOT MARK OR WRITE BELOW THIS LINE